

## SPECIAL EVENT FEE MATRIX

TYPE OF FEE	FEES SCHEDULE	COMMENTS/DEFINITIONS
<b>APPLICATION</b>	<ul style="list-style-type: none"> <li>• \$40 (non-profit organization)</li> <li>• \$60 (for-profit organization)</li> <li>• \$120 (late application fee - small scale event)</li> <li>• \$330 (late application fee - medium/large scale event)</li> </ul>	<ul style="list-style-type: none"> <li>• Charged once per event application submitted</li> <li>• Due with completed application</li> <li>• Non-refundable</li> </ul>
<b>SMALL SCALE PARK EVENT</b>	<ul style="list-style-type: none"> <li>• \$550 per event date</li> </ul>	<ul style="list-style-type: none"> <li>• An activity which meets <b>both of</b> the following criteria: (1) is scheduled for a duration of less than four (4) hours (excluding setup and take-down time); and (2) will involve four (4) or fewer booths or spaces of equipment for the purpose of sale or distribution of food, beverage, merchandise, or materials.</li> <li>• Due minimum 30 days prior to requested event date.</li> </ul>
<b>MEDIUM SCALE PARK EVENT</b>	<ul style="list-style-type: none"> <li>• \$1,000 per event date</li> </ul>	<ul style="list-style-type: none"> <li>• An activity which does not meet the criteria for a Large Scale Park Event but which meets at least <b>one of</b> the following criteria: (1) is scheduled for a duration of four (4) to five (5) hours (excluding setup and take-down time); and (2) will involve five (5) to eight (8) booths or spaces of equipment for the purpose of sale or distribution of food, beverage, merchandise, or materials.</li> <li>• Due minimum 30 days prior to requested event date.</li> </ul>
<b>LARGE SCALE PARK EVENT</b>	<ul style="list-style-type: none"> <li>• \$1,400 per event date</li> </ul>	<ul style="list-style-type: none"> <li>• An activity which meets <b>one of</b> the following criteria: (1) is scheduled for a duration of six (6) or more hours (excluding setup and take-down time); and (2) will involve nine (9) or more booths or spaces of equipment for the purpose of sale or distribution of food, beverage, merchandise, or materials.</li> <li>• Due minimum 30 days prior to requested event date.</li> </ul>
<b>TRAIL USE</b>	<ul style="list-style-type: none"> <li>• \$100 - \$1,000 per event date</li> </ul>	<ul style="list-style-type: none"> <li>• An activity that takes place along a trail system.</li> <li>• Due minimum 30 days prior to requested event date</li> </ul>

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<b>RESERVABLE GROUP AREAS</b>	<ul style="list-style-type: none"> <li>Varies (\$60 - \$600 per area) per park use date</li> <li>\$6 - \$20 parking fee per vehicle per site</li> </ul>	<ul style="list-style-type: none"> <li>Number of group areas reserved based on actual impact (parking, activity)</li> <li>Off-site parking/shuttle may be required</li> <li>Areas reserved for each day of the event</li> <li>Due minimum 30 days prior to requested event date.</li> </ul>
<b>SETUP / TAKE-DOWN</b>	<ul style="list-style-type: none"> <li>\$150 - \$300 per day</li> </ul>	<ul style="list-style-type: none"> <li>Any additional day prior to or after event day in which equipment will be on site</li> <li>Due minimum 30 days prior to requested event date..</li> </ul>
<b>CANCELLATION SMALL SCALE PARK EVENT</b>	<ul style="list-style-type: none"> <li>25% of estimated fees - cancel more than 90 days</li> <li>50% of estimated fees - cancel within 30 to 90 days</li> <li>100% of estimated fees - cancel less than 30 days</li> <li>No refunds for inclement weather</li> </ul>	<ul style="list-style-type: none"> <li>Applicable to all events</li> <li>Written confirmation required</li> <li>If fees have already been paid, they may be refunded depending on date of cancellation</li> <li>If fees <b>have not</b> been paid, an invoice will be issued for payment due</li> </ul>
<b>CANCELLATION MEDIUM AND LARGE SCALE PARK EVENTS</b>	<ul style="list-style-type: none"> <li>25% of estimated fees - cancel more than 180 days</li> <li>50% of estimated fees - cancel within 90 to 180 days</li> <li>100% of estimated fees - cancel less than 90 days</li> <li>No refunds for inclement weather</li> </ul>	<ul style="list-style-type: none"> <li>Applicable to all events</li> <li>Written confirmation required</li> <li>If fees have already been paid, they may be refunded depending on date of cancellation</li> <li>If fees <b>have not</b> been paid, an invoice will be issued for payment due</li> </ul>
<b>STAFF</b>	<ul style="list-style-type: none"> <li>\$20 - \$65 per hour, per staff person</li> </ul>	<ul style="list-style-type: none"> <li>For early opening / late closures</li> <li>Maintenance / cleanup/ etc. outside of regular scheduled tasks</li> <li>Inspection / trail support / event supervision and support / load-in and load-out / security</li> </ul>
<b>CHANGE</b>	<ul style="list-style-type: none"> <li>\$20 per change</li> </ul>	<ul style="list-style-type: none"> <li>Charged for change of date or location</li> <li>Written confirmation required</li> <li>Due at time of change</li> </ul>